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**From:** Niess, Claudia [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=740CBE18BC564FC690871D433F58C894-CNIESS]  
**Sent:** 10/22/2020 4:07:39 PM  
**To:** Beaver, Brad [brad.beaver@illinois.gov]; Owens, Doug [Doug.Owens@Illinois.gov]; Moss, Suzanne [suzanne.moss@illinois.gov]  
**CC:** Susan Rittenhouse [Rittenhouse.Susan@epa.gov]  
**Subject:** FW: Scheduling FY20 End of Year Review

Hi Everyone:

Can you confirm your availability in November in either the weeks of November 9<sup>th</sup> or November 23<sup>rd</sup> (Monday through Wednesday)? Please let us know as soon as possible.

Thanks,

Claudia Niess  
Enforcement Officer  
Pesticides & Toxics Compliance Section  
U.S. Environmental Protection Agency, Region 5  
P: (312) 886-7598

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**From:** Niess, Claudia  
**Sent:** Tuesday, October 13, 2020 3:49 PM  
**To:** Moss, Suzanne <suzanne.moss@illinois.gov>; Beaver, Brad <brad.beaver@illinois.gov>; Owens, Doug <Doug.Owens@Illinois.gov>; Ajayi, Olafimihan <Olafimihan.Ajayi@illinois.gov>  
**Cc:** Susan Rittenhouse <Rittenhouse.Susan@epa.gov>  
**Subject:** Scheduling FY20 End of Year Review

Hi All:

Susan and I are looking to get some dates set aside to conduct the end of year reviews for FY20. Right now we're looking to hold the review sometime in November. Please let us know if there are any days in the last three weeks (weeks of November 9, 16, or 23) that you're available and/or will work best for you. Please note that we'd like to have a draft report beforehand to help expedite the review, if possible.

We understand you've got a lot going on and that everyone's schedules are likely to get booked up as the holidays approach. Luckily, since Susan and I won't be travelling we'll have more flexibility to adjust dates and times as needed.

We'll follow-up with more specific meeting details once we've identified some tentative dates. Please let us know by the end of this week, if you can. (If you need more time let us know that as well.)

Thanks,

Claudia Niess  
Enforcement Officer  
Pesticides & Toxics Compliance Section  
U.S. Environmental Protection Agency, Region 5

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